

**CITY OF ST CLAIR, MICHIGAN
REGULAR COUNCIL MEETING MINUTES
MONDAY, JANUARY 16, 2023- 7:00 P.M.**

Meeting Called to Order at 7:00pm by Mayor Cedar in the Council Chambers of the Municipal Building, 547 N. Carney Drive, St. Clair, Michigan, 48079.

PLEDGE OF ALLEGIANCE was recited.

PRESENT: Mayor Cedar, Members Gottler, Kuffa, LaPorte, Paul, Volz, Watt

ABSENT: None

ADMINISTRATION: Quentin Bishop, City Superintendent; Delos Boulier, Building Inspector; James T. Downey, Kane, Clemons, Joachim and Downey; Trice Hawkins, Recreation Director; Timothy Raker, Police Chief; Annette Sturdy, City Clerk.

AUDIENCE: There were 6 people in attendance.

CONSENT AGENDA – Kuffa moved, Paul seconded, CARRIED, to approve Consent Agenda items A. and B. as presented.

- A. City Council Minutes of January 3, 2023 Regular Meeting: Approved
- B. Planning Commission Minutes of December 14, 2022 Meeting: Received

PUBLIC HEARING

Parks and Recreation Plan 2023-2027- Mayor Cedar opened public hearing at 7:02pm. Trice Hawkins, Recreation Director, summarized the public notice requirements and various opportunities for input. No comments heard. Closed at 7:04pm.

PRESENTATION

Water Treatment Plant Improvement funding-Miller Canfield-Tom Colis, Miller Canfield, summarized the current Drinking Water State Revolving Fund, DWSRF, awards and explained Bond Counsel's role in the funding process. The water treatment plant improvement project is approximately \$11mil. The City was awarded a grant for 25% of the project and a DWSRF low interest rate loan for approximately \$2.7mil. There is a gap remaining of approximately \$5.5mil after applying the grant and loan. The schedule for closing the loan is August 2023. City administration will continue to work with bond counsel on the bond issuance process in order to be prepared at that time. Discussion occurred on credit rating and other funding options/scenarios. Upon request, the financial advisor, who is part of the bond counsel, will provide a perspective for future investments.

ORDINANCES AND RESOLUTIONS

Resolution (23-02) Parks and Recreation Plan 2023-2027- **RESOLUTION ADOPTING THE CITY OF ST. CLAIR PARKS AND RECREATION PLAN 2023-2027 WHEREAS**, the City of St. Clair has undertaken the update of its five-year recreation plan which describes the community's physical and social characteristics, existing parks and recreation facilities, and the desired actions to be taken to improve the parks and recreation facilities during the period between 2023 and 2027; and **WHEREAS**, the City of St. Clair Recreation Commission reviewed the *City of St. Clair Parks and Recreation Plan* during the course of several public meetings; and **WHEREAS**, the *Parks and Recreation Plan's* goals and objectives were developed in response to needs and deficiencies identified by public input from a survey and work sessions; and **WHEREAS**, the *Park and Recreation Plan* has been made available for public review for at least 30 days and all comments from the public have been considered by the

City of St. Clair Recreation Commission; and **WHEREAS**, the plan was recommended for Council's adoption by the City of St. Clair Recreation Commission; and **WHEREAS**, the plan was developed for the benefit of the entire community and a public hearing was held on January 16, 2023 to provide another opportunity for citizens to express opinions, ask questions, and discuss all aspects of the *Parks and Recreation Plan*; and **NOW, THEREFORE, BE IT RESOLVED** that the St. Clair City Council hereby adopts the *City of St. Clair Parks and Recreation Plan 2023-2027*.

Volz moved, Kuffa seconded, CARRIED, to adopt Resolution (23-02) as presented.
Ayes: LaPorte, Paul, Volz, Watt, Gottler, Kuffa, Cedar
Nays: None

RESOLUTION DECLARED ADOPTED

Resolution (23-03) MDOT Street Administrator- **RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR** **WHEREAS**, Section 13(9) of Act 51, Public Acts of 1951, provides that each incorporated city and village to which funds are returned under the provisions of this section, that "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities, and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body and shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act." **NOW, THEREFORE, BE IT RESOLVED** that the St. Clair City Council designates Quentin Bishop, City Superintendent, as the single street administrator for the City of St. Clair in all transactions with the State Transportation Department as provided in Section 13 of the Act.

LaPorte moved, Kuffa seconded, CARRIED, to adopt Resolution (23-03) as presented.
Ayes: Paul, Volz, Watt, Gottler, Kuffa, LaPorte, Cedar
Nays: None

RESOLUTION DECLARED ADOPTED

Resolution (23-04) Approve Property Exemption Policy and Guidelines- **A RESOLUTION FOR THE ANNUAL ADOPTION OF GUIDELINES FOR POVERTY EXEMPTIONS** **WHEREAS**, the adoption of guidelines for poverty exemptions is required of the City Council; and **WHEREAS**, the principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or part from taxation under Public Act 390 of 1994 (MCL 211.7u); and **WHEREAS**, pursuant to PA 390 of 1994, the City of St. Clair, St. Clair County, adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year; To be eligible, a person shall do all the following on an annual basis: 1. Be an owner of and occupy as a principal residence the property for which an exemption is requested. 2. File a claim with the Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, *Poverty Exemption Affidavit*. 3. File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc. 4. Produce a valid driver's license or other form of identification if requested. 5. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested. 6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines. 7. The application for an exemption shall be filed after January 1, but one day

prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal. 8. The Board of Review shall follow the guidelines of the local assessing unit in granting or denying an exemption. 9. Persons applying for a hardship exemption will be encouraged to meet in person with the Board of Review in order to answer any questions relative to their application. Applicants or their authorized agents may have to answer questions regarding such subjects as financial affairs, health and/or the status of people living in their home at a meeting that is open to the public. 10. A person who files for a hardship exemption is not prohibited from also filing an appeal on the assessment and/or taxable value. 11. The applicant must also meet the Asset Guidelines in accordance with PA 390 of 1994 as previously adopted by the City of St. Clair Council. NOW, THEREFORE, BE IT HEREBY RESOLVED that the Assessor and the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

Paul moved, Volz seconded, CARRIED, to adopt Resolution (23-04) as presented.
Ayes: Volz, Watt, Gottler, Kuffa, LaPorte, Paul, Cedar
Nays: None

RESOLUTION DECLARED ADOPTED

REPORTS FROM ADMINISTRATION

City Superintendent – Report heard on departmental meetings of staff, city engineer and other city partners, CBH/Industrial Drive grant, IPP program fees, EPA grant for the water treatment plant, public meeting to create the St. Clair LDFA 2/14/23 @8am in Flint & MEDC grant for infrastructure in the Industrial Park.

City Attorney- None

City Departments- None

Authority, Board, Commission, Committee Chairman or Council Representative – None

UNFINISHED BUSINESS -None

NEW BUSINESS

Approve 2023 Authorities, Boards and Commissions Appointments -Mayor Cedar reported recommendations for appointments of residents to various city authorities, boards, and commissions as follows: **Building Authority**- Appoint Quentin Bishop to fulfill a six-year term to expire December 31, 2025. **Cemetery Board of Trustees**- Reappoint Jennifer MacDonald for a three-year term to expire December 31, 2025. **Dangerous Building Commission**- Reappoint Judy Shaune for a two-year term to expire December 31, 2024. **Historic District Commission**-Reappoint Bill Cedar, Jr and Robert Freehan each for a three-year term to expire December 31, 2025. **Recreation Commission**- Reappoint Karen Foley for three-year term to expire December 31, 2025. **I-69 International Trade Corridor** --**Michigan (Next) Development Corporation Board Members**: Appoint Quentin Bishop and Alternate, Dan Casey, each for a one-year term to expire December 31, 2023. **Southeast Michigan Council on Governments (SEMCOG)**: Appoint Quentin Bishop and Mike LaPorte each for a one-year term to expire December 31, 2023. **Council representatives for a 1 year term: Historical Commission & Library Commission**-Councilmember Volz, **Golf Commission**-Councilmember Paul, **Harbor Commission & DDA**-Councilmember Kuffa, **Planning Commission and Fire Authority**-Councilmember LaPorte, **Cemetery Board of Trustees**-Councilmember Gottler, **Recreation Commission**-Councilmember Watt

Kuffa moved, Volz seconded, CARRIED, to approve appointments as recommended.

Approve special event permit approval East China Educational Foundation Chili-Heart 5k Run/Walk-Council received a memorandum from Police Chief Raker requesting that Council approve a special event permit from the East China Educational Foundation to conduct their annual Chili-Heart 5k Run/Walk on Saturday, February 11, 2023. The route will begin and end at the St. Clair Middle School and use parts of the bike path and local roads. The applicant has complied with the necessary requirements of the Special Events Ordinance and issuance of the permit is respectfully recommended.

Kuffa moved, Paul seconded, CARRIED, to approve the special event permit as recommended.

Approve special event permit St. Clair Art Association Art Fair & St. Clair Jazz Fest- Council received a memorandum from Police Chief Raker requesting that Council approve a special event permit for the St. Clair Art Association to hold their annual Art Fair in conjunction with the St. Clair Jazz Festival Saturday and Sunday August 19-20. The applicant has complied with the necessary requirements of the Special Events Ordinance and issuance of the permit is respectfully recommended. A lease of Palmer Park for the St. Clair Art Association is included in the approval as well as a road closure from Clinton to Brown.

LaPorte moved, Kuffa seconded, CARRIED, to approve the special event permit as recommended.

CLAIMS AND ACCOUNTS – January 5 & January 13, 2023

Check register listing the bills for the period ending January 5, 2023 (check numbers 56047-56079) in the amount of \$36,510.32 and for the period ending January 13, 2023 (check numbers 56080-56138) in the amount of \$616,263.78 was presented for Council review.

LaPorte moved, Kuffa seconded, CARRIED, to approve payment of January 5 & January 13, 2023 Claims and Accounts as presented.

PUBLIC QUESTIONS AND COMMENTS – None

MAYOR AND COUNCILMEMBER COMMENTS AND ANNOUNCEMENTS – Special event: Icy Bazaar 1/19/23-1/22/23. Fireworks 7:45pm 1/21/23.

ADJOURNMENT at 7:50pm.

Annette Sturdy, City Clerk

Bill Cedar, Jr., Mayor